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**1996/04/03**

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*Info: LD, KW, TH S/S 9605375 EAF*

United States Department of State

Washington, D.C. 20520

*EIS  
R*

*Peter - we should try to  
negotiate a due date  
of 4/10 or so.*

'96 APR -3 PM 1:30

April 3, 1996

*DM*

UNCLASSIFIED  
(with CONFIDENTIAL attachments)

*Action: K, J,  
CM*

MEMORANDUM TO:

- The Secretary  
The Deputy Secretary  
All Under Secretaries  
All Assistant Secretaries
- |          |   |                     |
|----------|---|---------------------|
| S/CPR    | - | Mrs. Raizer         |
| S/CT     | - | Mr. Wilcox          |
| S/IR     | - | Mr. Mitchell        |
| S/NIS    | - | Mr. Collins         |
| S/P      | - | Mr. Steinberg       |
| S/RPF    | - | Mr. Johnstone       |
| SMEC     | - | Mr. Ross            |
| USUN/W   | - | Ambassador Albright |
| USAID    | - | Mr. Williams        |
| USIA     | - | Ms. Taylor          |
| ACDA     | - | Ms. Starr           |
| CIA/LDA  | - | Ms. Thompson        |
| DOD      | - | Col. McAleer, USMC  |
| JCS      | - | Col. Wilson, USMC   |
| DOE      | - | Ms. Lavin           |
| USTR     | - | Mr. Montgomery      |
| Treasury | - | Mr. Nye             |

*All papers  
due in FO  
4/8 at NOON  
Thanks  
RR*

FOIA Exemptions: \_\_\_\_\_  
PA Exemptions: \_\_\_\_\_  
TS authority to \_\_\_\_\_

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Date: 4/22/98

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( ) DOWNGRADE TS to ( ) S or ( ) C

SUBJECT:

Briefing materials for the Secretary's use while accompanying the President to Asia, April 16-18, and his side trip to The Netherlands, April 19-20, 1996.

COORDINATOR: Alice Moore EAP/J; Room 4206; 647-1184  
S/S ACTION OFFICER: Mark McBurney, S/S, Rm. 7241, 647-5288

This memorandum assigns responsibilities for the preparation of briefing materials for use by the Secretary before, during and after the President's State Visit to Japan. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S Action Officer immediately.

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Action

J

I. Meeting with Japanese FM Ikeda

EAP should draft a standard briefing memo for the Secretary's meeting with FM Ikeda. Include talking points and a draft press statement (cleared with PA/S) for possible use at the event. Clear with P, E, S/P and PA.

II. Meeting with American Chamber of Commerce

EAP should draft a standard briefing memo for the Secretary's use in his meeting with the American Chamber of Commerce. Include talking points. EAP should consult with PA/S to produce draft remarks for this event. Clear P, E, S/P, PA and EB.

J

III. The Secretary's participation in the President's meetings in South Korea and Japan

These memos should be no more than one page of talking points, organized by issue, for the Secretary's use as he participates in the President's meetings. The talking points must be complementary to the points prepared for the President, but can not be identical to those points. Each memo should be drafted by EAP and cleared, at a minimum, by P, E, S/P, and others as appropriate. Attach copies of all the materials sent to the President for the meeting, including the briefing memo and any background papers, talking points, or press statements. (A copy of a sample "Secretary's Participation" memo is attached.)

K, J

Secretary's Participation in The President's Events:

1. Meeting with President Kim
2. Tokyo Welcoming Ceremony
3. State Call at the Imperial Palace
4. Meeting with PM Hashimoto
5. Aboard the USS Independence
6. State Dinner
7. POTUS lunch with PM Hashimoto
8. Farewell Call
9. Embassy Drop-by
10. Trade Event (TBC)

K

J

IV. The Secretary's Meetings with Chinese FM Qian Qichen

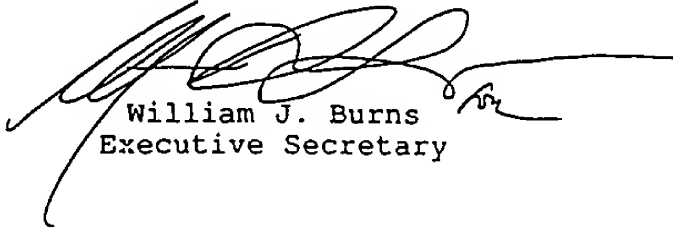
Please prepare a single briefing memo in standard format for the Secretary's use in his bilateral meeting with Chinese FM Qian Qichen. Include talking points and a draft press statement for possible use at the event. Talking points should be grouped by event, i.e., one set of talkers for the bilat, one set for the working dinner. The paper must be cleared with P, E, T, S/P, PA and others as appropriate. CM

V. PREPARATION OF DOCUMENTS AND DELIVERY TO S/S

Memoranda should be sent, FULLY CLEARED, to the Deputy Coordinator by NOON, Tuesday, April 9. They are due in S/S by 0900, Wednesday, April 10.

Coordinators are responsible for ensuring that all documents are properly spell-checked, edited, and in the correct format, as described in this tasker and as provided in the attached samples. Coordinators should also ensure that papers are linked in the SSSEAP library before they are sent to S/S. When creating the documents, drafting officers should assign standardized titles to the papers in the following format: "KONO MEETING:TYPE OF PAPER/NAME OF PAPER." This makes it much easier to consolidate the package in S/S and to make any last minute corrections.

Note: S/S requires the original and one copy of all papers. Drafting and clearing information must be on a separate, labelled page for each document. All papers should be delivered to the S/S Action Officer; they should not be logged in with S/S-IRM.



William J. Burns  
Executive Secretary

Attachments:  
Sample Document

Asia Presidential Tasker

Drafted: S/S:MMcBurney  
SSSGEN 7344 x7-5288 4/01/95

Cleared: EAP:AMoore .  
EAP/CM:PSlutz  
S/S:MLino

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